



Vendor/Contractor Insurance Requirements

Please find below the information regarding insurance requirements for all vendor activity within 800 Apollo. It is required that property management receives advanced notice of a minimum of 24 Hours of all vendor activity and that a Certificate of Insurance covering the subject property is received *prior* to the commencement of all work. Requirements are as follows:

- Comprehensive General Liability insurance with combined single limit for bodily injury and property damage of not less than \$1,000,000 for each occurrence.
- Worker's Compensation and Employer's Liability coverage as required by law.
- Automobile Liability: not less than \$1,000,000 aggregate and \$1,000,000 per occurrence.
- Umbrella Liability: not less than \$1,000,000 for each occurrence.
- Additional Insured: Language to read as follows, "SSV Properties, or any subsidiary, partnership or joint venture, now formed or hereinafter formed shall be named as Additional Insured". Please include the following address "800 Apollo Street, El Segundo, CA 90245".
Blanket additional insured endorsement form must be attached.
- Certificate Holder name and address: 800 Apollo Fee Owner CA, LLC
2041 Rosecrans Avenue, Suite 354
El Segundo, CA 90245

Please email the Certificate to AngelicaD@ssvprop.com and mail the original to the above address.

Please note that Property Management must approve all work in the Tenant Suite and what vendors will be coming into 800 Apollo to access your Suite or other parts of the building. This includes contractors, movers, cable vendors and phone technicians.

If you have questions, please contact Angelica Powell at (626) 392-2080 or via e-mail: AngelicaD@ssvprop.com.